

ADMINISTRATIVE RULES

CHAPTER 13: PAPER RECYCLING POLICY

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CHAPTER 13: PAPER RECYCLING POLICY*

Sec. 13.1 POLICY.

- (a) Whenever possible, all waste paper, office or computer supplies shall be recycled. Recycling shall be performed under contracts, purchase orders or purchase agreements established by Procurement Services or under other Board of Supervisors approved recycling program(s) of benefit to the county.
- (b) Whenever a type of waste paper, office or computer supply is not covered by an existing contract, purchase order, purchase agreement or other Board of Supervisors approved recycling program(s), alternate recycling arrangements including employee recycling may be approved by the County Executive or his designee on an interim basis if such arrangements will cost effectively manage the waste materials.

Sec. 13.5 DUTIES OF PROCUREMENT SERVICES

- (a) Procurement Services shall establish contracts, purchase orders or purchase agreements to provide for recycling of waste paper, office or computer supplies, or shall recommend to the Board of Supervisors for approval other recycling program(s) that would provide benefit to the county.
- (b) Upon request of the County Executive Office, Procurement Services will determine if specified types of waste paper, office or computer supplies are covered by an existing contract, purchase order, purchase agreement or other Board of Supervisors approved recycling program(s).
- (c) Procurement Services shall add waste items not covered to existing contracts purchase orders, purchase agreements, or other Board of Supervisors approved recycling program(s) whenever feasible.

Sec. 13.8 APPROVAL OF COUNTY EXECUTIVE OFFICE. The County Executive Office, upon request of a county department, may approve employee recycling or other alternate recycling arrangements for waste paper, office or computer supplies not covered by an existing contract, purchase order, purchase agreement or other Board of Supervisors approved recycling program(s) if such arrangements are the most cost effective for managing the waste materials at the time of approval. Such approvals shall be for periods not exceeding one year, but may be renewed upon request of the county department and subsequent determination that the alternate arrangement(s) continues to be the most cost effective for managing the waste materials.

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Sec.13.12RESPONSIBILITIES OF REQUESTING COUNTY DEPARTMENTS. Approvals for alternate recycling arrangements, including employee recycling, will require that the requesting department agree to:

- (a)Monitor the alternate recycling arrangement(s) to ensure that only the specified waste paper, office or computer supplies are included.
- (b)Ensure that all recycling is performed only by employees or other persons who volunteer to perform such recycling, during other than the employees' regular work hours, and using no county equipment or vehicles except as specifically approved by the County Executive Officer. Such recycling shall not be considered county worked time for any purposes whatsoever, including regular or overtime compensation or workers compensation insurance.
- (c)Maintain records of all monies received, expenses reimbursed and use of net proceeds. Such records will be made available for review by the County Executive Office upon request.
- (d)Ensure that all net proceeds are used for equipment or supplies that may reasonably benefit all department employees or the nonprofit organization(s) approved by the County Executive Officer. Equipment and supplies purchased from recycling monies may be used only on county property unless otherwise specifically approved by the County Executive Officer.
- (e)Request annual renewal of approval for any alternate recycling program if the department wishes to continue the program.
- (f)Terminate any alternate recycling program upon the direction of the County Executive Office or Procurement Services and ensure that the specified waste materials are subsequently disposed of through an approved contract, purchase order, purchase agreement or other approved recycling program.